



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE

1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

MAY 28 2014

MEMORANDUM FOR SECRETARY OF THE AIR FORCE

SUBJECT: United States Air Force Scientific Advisory Board – Charter Renewal and Membership Balance Plan Approval

The renewed charter (TAB A) and the membership balance plan (TAB B) for the United States Air Force Scientific Advisory Board (“the Board”) are approved. The Advisory Committee Management Officer (ACMO) has provided a copy of the Board’s new charter to the Board’s Designated Federal Officer (DFO) along with filing it with the Library of Congress, the Congressional oversight committees, and the General Services Administration.

As part of the charter renewal process, this office, in consultation with the Office of General Counsel of the Department of Defense (OGC DoD), has affirmed that all individuals appointed to the Board, once approved by the Secretary of Defense, shall be appointed to serve as special government employee (SGE) or regular government employee (RGE) members, as appropriate. The following points apply:

- (a) Individual members approved for appointment or renewal by the Secretary of Defense, who are not full-time or permanent part-time Federal officers or employees, shall be appointed as experts or consultants, pursuant to 5 U.S.C. § 3109, to serve as SGE members. Those who are full-time or permanent part-time Federal officers or employees shall be appointed, pursuant to the authority of 41 C.F.R. § 102-3.130(a), to serve as RGE members.
- (b) Each member shall be notified, in writing, of the Secretary of Defense approval decision. In preparing your appointment or renewal of appointment letters, the Board’s DFO should consult with the ACMO and OGC DoD, to include the Standards of Conduct Office. At a minimum, the letters shall contain the following:
 - i. Notice that their appointment to serve on the Board is without compensation, with the exception of reimbursement for official Board-related travel and per diem.
 - ii. A statement that they are appointed to serve as SGE or RGE members, as appropriate.
 - iii. An explanation of the difference between serving as SGE and representative members.
 - iv. A summary of the applicable ethics requirements, to include whether SGE members are required to file a Confidential Financial Disclosure Report.


As the Board’s DoD Sponsor, you are responsible for:

- (a) Ensuring that the Board’s DFO attends all meetings of the Board and any subcommittee meetings for the entire duration of each and every meeting.

- (b) Ensuring that the DFO and the Board fully comply with all governing Federal statutes and regulations, DoD Instruction 5105.04, "Department of Defense Federal Advisory Committee Management Program," and policy decisions by the Secretary of Defense or the Director of Administration and Management.
- (c) Ensuring that all work done by the Board and its subcommittees is based upon written tasks or terms of reference assigned to the Board by the Secretary of Defense, the Deputy Secretary of Defense, or you, as the DoD Sponsor. All tasks or terms of reference are subject to public review and, at a minimum, shall include:
 - i. A description of the problem or policy to be analyzed and the DoD decision maker for the matter(s) under consideration.
 - ii. Authority for the members of the Board or its subcommittees to access DoD officials and DoD data that is pertinent to the matter(s) under consideration.
 - iii. A budget limitation under which the Board or its subcommittees must operate.
 - iv. A date by which the Board must submit its written conclusions (advice and recommendations) to the DoD decision maker.
- (d) Providing adequate support to the Board and its subcommittees, and ensuring that the Board and its subcommittees are not unduly or inappropriately influenced by Federal employees or any special interest group.
- (e) Ensuring that all visits to DoD installations or facilities by members of the Board and its subcommittees are done in consultation with the Secretaries of the Military Departments or the Chairman of the Joint Chiefs of Staff, as appropriate.
- (f) Ensuring that all members of the Board and its subcommittees are appointed according to DoD policies and procedures. No member will participate in any work by the Board or its subcommittees until all of the following have been completed: the member completes and submits to DoD all personnel and ethics paperwork required for his or her appointment; the appropriate DoD offices process the individual's personnel and ethics paperwork; and the individual takes the oath of office for his or her appointment.
- (g) Ensuring that all DoD and other Federal Agency documents provided to the Board or its subcommittees are properly marked according to governing statutes, regulations, and DoD policies and procedures.
- (h) Monitoring the implementation status of any recommendation adopted by the DoD, and ensuring that this information is available for future inquiries.

Based on the Secretary of Defense's memorandum of October 9, 2012, concerning advisory committees, we recommend you continually reevaluate the Board's functions and reduce, where appropriate, the Board's operating costs. As the Secretary indicated, we must continually assess our advisory committees to ensure that they deliver appropriate value today and in the future as times and requirements change.

If you should have any questions about this DoD Program, the Federal governance and compliance requirements, the charter renewal, or the membership balance plan, please contact the ACMO, Mr. Jim Freeman, at 703-692-5952 or by email at james.d.freeman4.civ@mail.mil.



Michael L. Rhodes
Director

Attachments:

As stated

cc:

Office of General Counsel of the Department of Defense
Special Assistant to the Secretary of Defense (White House Liaison)

A

Charter
United States Air Force Scientific Advisory Board

1. Committee's Official Designation: The Committee shall be known as the United States Air Force Scientific Advisory Board ("the Board").
2. Authority: The Secretary of Defense, in accordance with the provisions of the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 C.F.R. §102-3.50(d), established the Board.
3. Objectives and Scope of Activities: The Board shall provide independent advice and recommendations on matters relating to the Department of the Air Force's scientific, technical, manufacturing, acquisition, logistics, and business management functions, and other Department of the Air Force related matters as determined by the Secretary of the Air Force.
4. Description of Duties: The Board shall provide independent advice and recommendations to the Secretary of Defense and the Secretary of the Air Force, to include the Secretary of the Air Force's senior leadership as determined by the Office of the Secretary of the Air Force, and shall:
 - a. Conduct studies on topics deemed critical by the Secretary of the Air Force and the Chief of Staff of the Air Force.
 - b. Recommend application of technology to improve U.S. Air Force capabilities.
 - c. Provide an independent review of the quality and relevance of the U.S. Air Force science and technology program.

The Board is not established to advise on individual Department of Defense (DoD) or Department of the Air Force procurements, but instead shall be concerned with pressing and complex technology and business management issues facing the Department of the Air Force in the areas referenced in paragraph three above.

No matter shall be assigned to the Board for its consideration that would require any Board member to participate personally and substantially in the conduct of any specific procurement or place him or her in the position of acting as a contracting or procurement official.

5. Agency or Official to Whom the Committee Reports: The Board shall report to the Secretary of Defense, through the Secretary of the Air Force. The Secretary of the Air Force, pursuant to DoD policy, may act upon the Board's advice.
6. Support: The DoD, through the Office of the Secretary of the Air Force, shall provide support as deemed necessary for the performance of the Board's functions, and shall ensure compliance with the requirement of the FACA, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended) ("the Sunshine Act"), governing Federal statutes and regulations, and established DoD policies and procedures.
7. Estimated Annual Operating Costs and Staff Years: The estimated annual operating cost, to include travel, meetings, and contract support, is approximately \$2,176,000. The estimated annual personnel costs to the DoD are 8.0 full-time equivalents.

Charter
United States Air Force Scientific Advisory Board

8. Designated Federal Officer: The Designated Federal Officer (DFO), pursuant to DoD policy, shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with established DoD policies and procedures.

In addition, the Board's DFO is required to be in attendance at all meetings of the Board and its subcommittees for the entire duration of each and every meeting; however, in the absence of the DFO, a properly approved Alternate DFO, duly appointed to the Board according to established DoD policies and procedures, shall attend the entire duration of the meetings of the Board or subcommittees.

The DFO, or the Alternate DFO, shall call all meetings of the Board and its subcommittees; prepare and approve all meeting agendas; and adjourn any meeting when the DFO, or the Alternate DFO, determines adjournment to be in the public interest or required by governing regulations or DoD policies and procedures.

9. Estimated Number and Frequency of Meetings: The Board shall meet at the call of the Board's DFO, in consultation with the Board's Chair. The estimated number of Board meetings is four per year.
10. Duration: The need for this advisory function is on a continuing basis; however, this charter is subject to renewal every two years.
11. Termination: The Board shall terminate upon completion of its mission or two years from the date this charter is filed, whichever is sooner, unless extended by the Secretary of Defense or designee.
12. Membership and Designation: The Board shall be comprised of no more than 20 members; all members are distinguished members of the science and technology communities, Federally Funded Research and Development Centers, National Laboratories, industry, and academia (universities and colleges).

Board members, who are not full-time or permanent part-time Federal employees, shall be appointed to serve as experts and consultants, pursuant to 5 U.S.C. § 3109, and shall serve as special government employee (SGE) members. Board members, who are full-time or permanent part-time federal employees, shall be appointed, pursuant to 41 C.F.R. § 102-3.130(a), to serve as regular government employee (RGE) members. All Board members shall be appointed by the Secretary of Defense or the Deputy Secretary of Defense, and their appointments must be renewed on an annual basis.

The Secretary of Defense or the Deputy Secretary of Defense may approve Board members for one-to-four year terms of service, with annual renewals; however, no member, unless authorized by the Secretary of Defense or the Deputy Secretary of Defense, may serve more than two consecutive terms of service. This same term of service limitation also applies to any DoD authorized subcommittees.

Each Board member is appointed to provide advice on behalf of the government on the basis of his or her best judgment without representing any particular point of view and in a manner that is free from conflict of interest.

Charter
United States Air Force Scientific Advisory Board

The Secretary of Defense authorizes the Secretary of the Air Force to select the Board's Chair and Vice-Chair from among Board members previously approved by the Secretary of Defense or Deputy Secretary of Defense. In addition, the Secretary of the Air Force may appoint, as deemed necessary, non-voting consultants to provide technical subject matter expertise to the Board. These consultants, if not full-time or part-time Federal employees, shall be appointed, pursuant to 5 U.S.C. § 3109, shall serve as subject matter experts, and shall be appointed on an intermittent basis to work specific Board-related efforts; such individuals shall have no voting rights, shall not participate in the Board's deliberations, and shall not count toward the Board's total membership.

Board members and consultants, with the exception of reimbursement for official Board-related travel and per diem, shall serve without compensation.

13. Subcommittees: The Department, when necessary and consistent with the Board's mission and DoD policies and procedures, may establish subcommittees, task forces, or working groups to support the Board. Establishment of subcommittees will be based upon a written determination, to include terms of reference, by the Secretary of Defense, the Deputy Secretary of Defense, or the Secretary of the Air Force, as the Board's Sponsor.

Such subcommittees shall not work independently of the chartered Board, and shall report all their recommendations and advice solely to the Board for full and open deliberation and discussion. Subcommittees, task forces, or working groups have no authority to make decisions and recommendations, verbally or in writing, on behalf of the chartered Board. No subcommittee or any of its members can update or report, verbally or in writing, on behalf of the Board, directly to the DoD or any Federal officers or employees.

All subcommittee members shall be appointed in the same manner as the Board members. The Secretary of Defense or the Deputy Secretary of Defense shall appoint subcommittee members even if the member in question is already a Board member. Subcommittee members, with the approval of the Secretary of Defense, may serve a term of service on the subcommittee of one-to-four years, with annual renewals; however, no member shall serve more than two consecutive terms of service on the subcommittee, unless authorized by the Secretary of Defense or the Deputy Secretary of Defense.

The Secretary of Defense authorizes the Secretary of the Air Force to select the Chairs and Vice-Chairs for each subcommittee from among the subcommittee members previously approved by the Secretary of Defense or the Deputy Secretary of Defense.

Subcommittee members, if not full-time or part-time government employees, shall be appointed as experts or consultants, pursuant to 5 U.S.C. § 3109, to serve as SGE members. Subcommittee members who are full-time or permanent part-time Federal employees, shall be appointed, pursuant to 41 C.F.R. § 102-3.130(a), to serve as RGE members. All subcommittee member appointments shall be renewed on an annual basis. With the exception of reimbursement for official Board-related travel and per diem, subcommittee members shall serve without compensation.

All subcommittees operate under the provisions of FACA, the Sunshine Act, governing Federal statutes and regulations, and established DoD policies and procedures.

Charter
United States Air Force Scientific Advisory Board

14. Recordkeeping: The records of the Board and its subcommittees shall be handled according to section 2, General Records Schedule 26, and governing DoD policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552, as amended).

15. Filing Date: May 21, 2014

B

Membership Balance Plan
United States Air Force Scientific Advisory Board

Agency: Department of Defense (DoD)

1. Authority: The Secretary of Defense, in accordance with the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 C.F.R. § 102-3.50(d), established the United States Air Force Scientific Advisory Board (“the Board”).
2. Mission/Function: The Board shall provide, under the provisions of FACA, independent advice and recommendations to the Secretary of Defense, through the Secretary of the Air Force, to include the Secretary of the Air Force’s senior leadership, as determined by the Office of the Secretary of the Air Force, on matters relating to the Air Force’s scientific, technical, manufacturing, acquisition, logistics, and business management functions, and on other Department of the Air Force related matters as determined by the Secretary of the Air Force. The Board shall:
 - a. Conduct studies on topics deemed critical by the Secretary of the Air Force and the Chief of Staff of the Air Force.
 - b. Recommend application of technology to improve U.S. Air Force capabilities.
 - c. Provide an independent review of the quality and relevance of the U.S. Air Force science and technology program.
3. Points of View: The Board shall be comprised of no more than 20 members. All Board members are distinguished members of the science and technology communities, Federally Funded Research and Development Centers (FFRDCs), National Laboratories, industry, and academia (universities and colleges).

The DoD, in selecting potential candidates for the Board, reviews the educational and professional credentials of individuals and bases its selection on this review and the subject matters being handled by the Board. The Department has found that viewing the complex issues facing the Air Force through a multidisciplinary advisory committee provides the Department, and more importantly, the American public with a broader understanding of the issues on which to base subsequent policy decisions.

Each member, based upon his or her individual and professional experiences, provides his or her best judgment on the matters before the Board, and he or she does so without representing any particular point of view and in a manner that is free from conflict of interest. Board members appointed by the Secretary of Defense or the Deputy Secretary of Defense, who are not full-time or permanent part-time Federal officers or employees, shall be appointed as experts or consultants, pursuant to 5 U.S.C. § 3109, to serve as special government employee (SGE) members. Board members who are full-time or permanent part-time Federal employees shall be appointed pursuant to the authority of 41 C.F.R. § 102-3.130(a) to serve as regular government employee (RGE) members. All Board members appointments shall be renewed on an annual basis.

The Board’s membership balance is not static, and the Secretary of Defense may change the membership based upon work assigned to the Board by the Secretary of Defense, the Deputy Secretary of Defense, or the Secretary of the Air Force, as the Board’s Sponsor. In addition,

Membership Balance Plan
United States Air Force Scientific Advisory Board

the DoD, unless otherwise directed by an Act of Congress or Presidential directive, does not use representative members on DoD established or supported advisory committees.

4. Other Balance Factors: N/A
5. Candidate Identification Process: The DoD, in selecting potential candidates for the Board, reviews the educational and professional credentials of individuals with extensive professional experience in the science and technology communities. Potential candidates for appointment are typically selected from academia, industry/business, FFRDCs, and National Laboratories. Calls for nominations are made annually via the Board's website, requests from the Military Director to Air Force senior leadership, and the Air Force portal. Nominations for potential membership may be made by anyone.

Once potential candidates are identified, the Board's Designated Federal Officer, with recommendations from the Board's Chair, reviews the credentials of each individual and narrows the list of potential candidates and forwards the list, with approval from the Military Director, to the Secretary of the Air Force. During the Secretary of the Air Force review, he or she strives to achieve a balance between the educational and professional credentials of the individuals and the subject matters anticipated to be reviewed by the Board to achieve expertise in points of view regarding anticipated topics.

Prior to nominating the potential candidates, the list of candidates will undergo a review by the DoD Office of General Counsel and the Office of the Advisory Committee Management Officer to ensure compliance with Federal and DoD governance requirements, including compliance with the Board's charter and membership balance plan. Following this review, the Secretary of the Air Force formally nominates the potential candidates to the Secretary of Defense for approval. Pursuant to DoD policy, only the Secretary of Defense or the Deputy Secretary of Defense can invite or approve the appointment of individuals to advisory committees established or supported by the DoD, unless otherwise directed by statute or Presidential directive.

Following Secretary of Defense or Deputy Secretary of Defense approval, candidates are required to complete the necessary appointment paperwork and meet ethics requirements stipulated by the Office of Government Ethics for advisory committee members.

Board and subcommittee member vacancies will be filled in the same manner as described in the previous four paragraphs above.

The Secretary of Defense or the Deputy Secretary of Defense may approve the appointment of Board members for a one-to-four year term of service; however, no member, unless otherwise authorized by the Secretary of Defense or the Deputy Secretary of Defense, may serve more than two consecutive terms of service. This same term of service limitation also applies to any DoD authorized subcommittees.

Membership Balance Plan
United States Air Force Scientific Advisory Board

6. Subcommittee Balance: The DoD, when necessary, and consistent with the Board's mission and DoD policies and procedures, may establish subcommittees, task forces, or working groups to support the Board.

The Secretary of Defense or the Deputy Secretary of Defense shall approve the appointment of subcommittee members in the same manner as Board appointments are made, and these individuals may come from the Board or be new nominees, as recommended by the Board's Sponsor and based upon the matters under consideration.

Subcommittee members appointed by the Secretary of Defense or the Deputy Secretary of Defense, who are not full-time or permanent part-time Federal employees, shall be appointed as experts or consultants, pursuant to 5 U.S.C. § 3109, to serve as special government employee (SGE) members. Those individuals who are full-time or permanent part-time Federal employees shall be appointed, pursuant to 41 C.F.R. § 102-3.130(a), to serve as regular government employee (RGE) members. All subcommittee member appointments shall be renewed on an annual basis.

Following the Secretary of Defense or the Deputy Secretary of Defense approval, the subcommittee candidates are required to complete the same necessary appointment paperwork, to include meeting ethics requirements stipulated by the Office of Government Ethics as for advisory committee members.

The Secretary of Defense or the Deputy Secretary of Defense may approve the appointment of subcommittee members for a one-to-four year term of service; however, subcommittee members may only serve two consecutive terms of service unless otherwise authorized by the Secretary of Defense or the Deputy Secretary of Defense.

7. Other: As nominees are considered for appointment to the Committee, the DoD adheres to the Office of Management and Budget's Final Guidance on Appointment of Lobbyists to Federal Committees and Commissions (76 FR 61756; October 5, 2011), and the rules and regulations issued by the Office of Government Ethics.
8. Date Prepared: May 21, 2014

C

CHARTER
U.S. AIR FORCE SCIENTIFIC ADVISORY BOARD

1. Committee's Official Designation: The committee shall be known as the U.S. Air Force Scientific Advisory Board (hereafter referred to as "the Board").
2. Authority: The Secretary of Defense, under the provisions of the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 CFR § 102-3.50(d) (agency authority), established the Board.
3. Objectives and Scope of Activities: The Board shall provide independent advice and recommendations on matters relating to the Air Force's scientific, technical, manufacturing, acquisition, logistics, and business management functions, and other Department of the Air Force related matters as determined by the Secretary of the Air Force.
4. Description of Duties: The Board shall provide independent advice and recommendations to the Secretary of Defense and the Secretary of the Air Force, to include the Secretary of the Air Force's senior leadership, as determined by the Office of the Secretary of the Air Force and shall:
 - a. Conduct studies on topics deemed critical by the Secretary of the Air Force and the Chief of Staff of the Air Force.
 - b. Recommend application of technology to improve U.S. Air Force capabilities.
 - c. Provide an independent review of the quality and relevance of the U.S. Air Force science and technology program.

The Board is not established to advise on individual Department of Defense (DoD) or Department of the Air Force procurements, but instead shall be concerned with pressing and complex technology and business management issues facing the Department of the Air Force in the areas referenced in paragraph 3. above.

No matter shall be assigned to the Board for its consideration that would require any Board member to participate personally and substantially in the conduct of any specific procurement or place him or her in the position of acting as a contracting or procurement official.

5. Agency or Official to Whom the Committee Reports: The Board shall report to the Secretary of Defense, through the Secretary of the Air Force. The Secretary of the Air Force, pursuant to DoD policy, may act upon the Board's advice.
6. Support: The Department of Defense, through the Office of the Secretary of the Air Force, shall provide support as they deem necessary for the Board's performance, and shall ensure compliance with the requirement of the FACA, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b) (hereafter referred to as "the

Government in the Sunshine Act”), governing Federal statutes and regulations, and governing DoD policies/procedures.

7. Estimated Annual Operating Costs and Staff Years: The estimated annual operating costs, to include travel and meeting and contract support, are approximately \$3,178,000 and 8.0 full-time equivalents.
8. Designated Federal Officer: The Designated Federal Officer, pursuant to DoD policy, shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with governing DoD policies and procedures.

In addition, the Designated Federal Officer is required to be in attendance at all Board and subcommittee meetings for the entire duration of each and every meeting; however, in the absence of the Designated Federal Officer, a properly approved Alternate Designated Federal Officer shall attend the entire duration of the Board or subcommittee meeting.

The Designated Federal Officer, or the Alternate Designated Federal Officer, shall call all of the Board’s and subcommittees’ meetings; prepare and approve all meeting agendas; adjourn any meeting when the Designated Federal Officer, or the Alternate Designated Federal Officer, determines adjournment to be in the public interest or required by governing regulations or DoD policies/procedures; and chair meetings when directed to do so by the official to whom the Board reports.

9. Estimated Number and Frequency of Meetings: The Board shall meet at the call of the Board’s Designated Federal Officer, in consultation with the Board’s Chairperson, and the Office of the Secretary of the Air Force. The estimated number of Board meetings is four per year.
10. Duration: The need for this advisory function is on a continuing basis; however, it is subject to renewal every two years.
11. Termination: The Board shall terminate upon completion of its mission or two years from the date this charter is filed, whichever is sooner, unless extended by the Secretary of Defense.
12. Membership and Designation: The Board shall be comprised of no more than 60 members to include no more than 5 Senior Fellows; all members are distinguished members of the science and technology communities; Federally Funded Research and Development Centers, National Laboratories, industry, and academia (universities and colleges). Senior Fellows shall be voting members and count toward the Board’s total membership.

Board members who are not full-time or permanent part-time Federal employees, shall be appointed to serve as experts and consultants under the authority of 5 U.S.C. § 3109 and shall serve as special government employees. Board members

shall be appointed by the Secretary of Defense and their appointments must be renewed by the Secretary of Defense on an annual basis.

The Secretary of the Air Force shall select the Board's Chairperson. In addition, the Secretary of the Air Force may appoint, as deemed necessary, non-voting consultants to provide technical subject matter expertise to the Board. These consultants, if not full-time or part-time Federal employees, shall be appointed under the authority of 5 U.S.C. § 3109, shall serve as special government employees, and shall be appointed on an intermittent basis to work specific Board-related efforts; such individuals shall have no voting rights and shall not count toward the Board's total membership.

Board members and consultants, with the exception of travel and per diem for official travel, shall serve without compensation. However, the Secretary of the Air Force, at his or her discretion, may authorize compensation to Board members and consultants according to existing statutes, Federal regulations, and DoD policies.

The Secretary of Defense may approve Board members for one to four-year terms of service, with annual renewals; however, no member, unless authorized by the Secretary of Defense, may serve more than two consecutive terms of service. This same term of service limitation also applies to any DoD authorized subcommittees.

Each Board member is appointed to provide advice on behalf of the government on the basis of his or her best judgment without representing any particular point of view and in a manner that is free from conflict of interest.

13. Subcommittees: The Department, when necessary, and consistent with the Board's mission and DoD policies and procedures, may establish subcommittees to support the Board. Establishment of subcommittees will be based upon a written determination, to include terms of reference, by the Secretary of Defense, the Deputy Secretary of Defense, or the Board's sponsor.

Such subcommittees shall not work independently of the chartered Board, and shall report all their recommendations and advice to the Board for full deliberation and discussion. Subcommittees have no authority to make decisions on behalf of the chartered Board; nor can any subcommittee or its members update or report directly to the DoD or any Federal officers or employees.

All subcommittee members shall be appointed in the same manner as the Board members; that is, the Secretary of Defense shall appoint subcommittee members even if the member in question is already a Board member. Subcommittee members, with the approval of the Secretary of Defense, may serve a term of service on the subcommittee of one-to-four years, with annual renewals; however, no member shall serve more than two consecutive terms of service on the subcommittee.

Subcommittee members, if not full-time or part-time government employees, shall be appointed to serve as experts and consultants under the authority of 5 U.S.C. § 3109, and serve as special government employee members. With the exception of travel and per diem for official Board related travel, subcommittee members shall serve without compensation.

All subcommittees operate under the provisions of FACA, the Government in the Sunshine Act, governing Federal statutes and regulations, and governing DoD policies/procedures.

14. Recordkeeping: The records of the Board and its subcommittees shall be handled according to section 2, General Record Schedule 26, and appropriate DoD policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552).

15. Filing Date: May 21, 2012

D

COORDINATION SHEET

U.S. Air Force Scientific Advisory Board– Charter Renewal and Membership Balance Plan

Advisory Committee Management Officer (ACMO)

DoD-Wide FACA Attorney to DA&M & ACMO

SATSD(WHLO)

CROWLEY.
ELAINE.C.1
454427790

Digitally signed by
CROWLEY.ELAINE.C.1454427790
DN: c=US, o=U.S. Government,
ou=DoD, ou=PKI, ou=WHLS,
cn=CROWLEY.ELAINE.C.14544277
90
Date: 2014.05.22 10:15:32 -0400

**POC: Megan McPherson, Megan.G.McPherson.ctr@mail.mil,
703-614-1329**

COORDINATION SHEET

U.S. Air Force Scientific Advisory Board— Charter Renewal and
Membership Balance Plan


Advisory Committee Management Officer (ACMO)

FREEMANJAM
ES.D.II.1043158
844

Digitally signed by
FREEMAN JAMES.D.II.1043158044
DN: cn=US, o=U.S. Government,
ou=DoD, ou=PMO, ou=OSD,
cn=FREEMAN JAMES.D.II.1043158044
Date: 2014.05.03 16:50:00 -0400

DoD-Wide FACA Attorney to DA&M & ACMO

SATSD(WHLO)


5914

POC: Megan McPherson, Megan.G.McPherson.ctr@mail.mil,
703-614-1329